

**Jefferson County
Position Description**

Name:		Department:	Human Services
Position Title:	Nutrition Site Manager	Pay Grade:	1
Date:	November 2014	FLSA:	Non-exempt
		Reports To:	Aging and Disability Resources Division Manager

Purpose of Position

The purpose of this position is to provide nutrition services that assist older individuals to live independently, by promoting better health through improved nutrition and reduced social isolation through programs coordinated with nutrition related services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Registers new participants and completes reregistration annually for all participants.
- Completes cursory assessment to determine need for home-delivered meals and assists in coordinating participant transportation.
- Greets participants, takes reservations and cancellations, calls-in accurate meal counts to the caterer on time each serving day and coordinates meal delivery with drivers.
- Assembles and serves timely meals, including packaging home delivered meals, complying with food safety standards.
- Prepares dining room setup and cleanup and cleans kitchen/common areas daily.
- Follows up on well-being of no-show participants and contacts appropriate agency, if needed.
- Monitors and orders site supplies, timely.
- Collects and deposits daily donations.
- Compiles meal participation statistics and completes timely reports and logs by ensuring proper sign in and daily entering on monthly roster.
- Provides training and guidance to meal site volunteers.
- Coordinates special events, entertainment, and activities.

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may be needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 1-2 years public service experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Ability to obtain Safe Serve Certification required. Previous food service experience and/or experience with elderly preferred.

Other Requirements

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date